

Identification and Markings

- Use one of the three classification levels
- Include prominent banner lines that indicate the overall classification
- Place portion markings immediately before the relevant information
- Apply a Classification Authority Block with the following information:
 - “Classified By” line:
 - Include the name and position (or personal identifier) of the derivative classifier
 - Include the agency and office of origin, if not otherwise evident
 - “Derived from” line:
 - Indicate the source material, including the date of origin, and subject
 - Enter “Multiple Sources” if more than one source
 - Declassification instructions:
 - Specify the date or event for declassification, exemption category with date or event for declassification, or other declassification instruction corresponding to the longest period of classification among the source document(s), security classification guide(s), and other applicable classification guidance issued by the OCA.
 - Use the following format for declassification dates: YYYYMMDD

Multiple sources: If there are multiple sources, the list of multiple sources must be included with or annotated on the derivative document

- Source identification must include:
 - Type of source
 - Subject and classification
 - Date of source document

Note: Classified addenda or unclassified versions of documents should be used whenever practicable to facilitate greater information sharing.

Duration of Classification

- Derivative documents must respect the original duration specified by the Original Classification Authority (OCA):
 - If there are multiple sources, carry forward the most restrictive declassification instruction (i.e., the one that specifies the longest period of classification).
 - If declassification instructions are missing, obsolete, or invalid, apply a calculated 25-year duration from the date of the source document.
- Some examples of classification duration include:
 - A date or event 10 years or less from origination
 - A date or event up to 25 years
 - 25X1 through 25X9, with a date or event that has previously been approved by the Interagency Security Classification Appeals Panel (ISCAP)
 - 50X1–HUM or 50X2–WMD, or Information Security Oversight Office (ISOO)-approved designator reflecting the ISCAP approval for classification beyond 75 years